APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.

ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT

http://www.wv.ng.mil/HRO/

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<th>Announcement Number: 21-01</th>
<th>Opening Date: 1 October 2020</th>
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<td>Closed Date: 31 October 2020</td>
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UNIT OF ASSIGNMENT: 167th Operation Support Squadron
DUTY LOCATION: 167th AW, Martinsburg, WV 25405

FULL TIME SUPPORT POSITION: Airfield Management Craftsman
MILITARY DUTY TITLE: Airfield Management Craftsman

For more information about this position or the Unit of Assignment, please call:
Section Supervisor: SMSgt Alan Romero, 304-616-5250, DSN- 242-5250

MIN GRADE AUTHORIZED TO APPLY: E-1
MAX GRADE AUTHORIZED TO APPLY: E-6

POSITION GRADE: E-6
POSITION AFSC: 1C771
This is a cross-training opportunity

AREA OF CONSIDERATION
Open to all members of the 167th Airlift Wing.

**THIS VACANCY AND GRADE IS BASED ON THE AVAILABILITY OF RESOURCES**

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

Duties and Responsibilities:
Performs airfield inspections and checks to include runways, taxiways, aprons, pavements, arresting systems, signs, lighting and airfield clearance areas. Responds to wildlife, foreign object debris and other flight safety hazards affecting the airfield environment. Coordinates with base agencies for support of airfield facilities.
Provides aircrews pre-flight briefings. Briefs pilots current airfield status; arresting system configuration, runway surface conditions, correct taxi routes and any hazards to operations in person and via air-to-ground radios. Advises aircrews of flight planning procedures applicable to the local area preferred departure routes. Coordinates transient aircrew support with applicable base agencies for billeting, messing, refueling, transportation, and transient aircraft maintenance.
Procures, maintains, and produces information regarding the safe operation of aircraft on the airfield and through the national and international airspace systems. Information includes aircraft prior permission, Flight Information Publications, Notice to Airmen (NOTAM), local airfield and navigational aid status, and aircraft parking plan utilization.
Reviews, interprets and enforces policies, instructions and directives pertaining to airfield operations. Prepares operating directives and memorandums for airfield management activities. Establishes and manages base airfield driving program to include operational procedures, training and certification requirements, and violation remedial actions.
Performs expeditionary airfield management functions in support of USAF Agile Combat Support Concept of Operations for worldwide deployment of DoD aircraft.
ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM

- Must be a member or eligible to become a member of the West Virginia Air National Guard.
- Member will be required to hold a compatible military assignment in the unit they are hired to support.
- Member’s military grade will not exceed the maximum military duty grade authorized on the Unit Manning Document (UMD) for the position.
- Member must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards, Attachment 2 before being placed on an AGR tour.
- Member must have retainability to complete the tour of military duty.
- Member must not be eligible for, or receiving a federal retirement annuity.
- Member must comply with standards outlined in AFI 36-2905, Fitness Program to be eligible for entry into the AGR program.
- Member must meet all eligibility criteria in ANGI 36-101, The Active Guard/Reserve Program.
- Member must hold required AFSC or be eligible for retraining (if applicable) and meet all eligibility criteria in AFEC/AFOCD.
- Minimum ASVAB Score Required: Mech:40 and Gen: 50

APPLICATION REQUIREMENTS

Air Service Members:

(1) A single page letter/memorandum expressing your interest in and qualifications for the position; include announcement number, and your contact information to include email and phone number. Identify three references with email addresses and phone numbers.

(2) NGB Form 34-1 dated 11 November 2013 located on our HRO website at http://www.wv.ng.mil/Portals/22/Documents/NGB%2034-1.pdf under APPLICATIONS FOR EMPLOYMENT (Application Must Be Signed and dated.) A detailed chronological statement of civilian and military experience with special emphasis on areas of experience and education related to the position may also be attached to the NGB Form 34-1.

Find the form at: http://www.wv.ng.mil/hro/

(3) Copy 4 (Member Copy) of all previously issued DD 214s.


(5) Weight verification within the last 30 days by Medical Group personnel.

(6) Last complete physical and current AF Form 422, Physical Profile Serial Report.

(7) Report of Individual Fitness Status from AFFMS II. (Member must have a current, passing fitness score in order to certify for this position.) https://affmsprodweb.afpc.randolph.af.mil/affms/ui/dashboard.jsp

(8) Must submit last three Performance Reports (Officers and Enlisted AGR Members Only).

(9) Report on Individual Personnel (RIP) Documents must show your ASVAB scores

- RIP can be obtained from the virtual MPF (vMPF)
- Select ‘Record Review’, and then ‘Print/View All Pages’
APPLICATION SUBMISSION INSTRUCTIONS
READ THIS SECTION COMPLETELY!!

- Application must be scanned into ONE pdf file and emailed to NG.WV.WVARNG.LIST.HRO-AGR@MAIL.MIL.
- Applicant must type or print in legible dark ink, SIGN AND DATE the application, or use DIGITAL SIGNATURE on the new form versions.
- Include the announcement number and position title on your application.
- ALL APPLICANTS!! Must fully complete section IV—personal background questionnaire of the NGB FORM 34-1.
  - Use section V – continuation/remarks to fully explain any "YES" answers, (except 9 & 10)
  - A current passing fit test will suffice for a "YES" response to question 17.

Applications must be received by MIDNIGHT of the closing date. Failure to submit all the required documents by End of Day on the closing date will cause your application to be disqualified, and it will not be considered. Applications will be retained in the Human Resource Office for 30 days after selection. After, 30 days, all applications will be destroyed. Members who desire to obtain a copy must do so before the 30 days expire. Any questions please call COM: (304) 561-6425 or DSN: 623-6425.

Consideration will be given to all qualified applicants without regard to sex, race, color, religion, national origin, politics, age, membership or non-membership in an employee organization.

POSTING: This announcement will be placed on all bulletin boards, websites, and all other available areas to publically disseminate this information.